

BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



TIMOTHY F. WHITTIE, P.E.
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Developer and Engineers

From: Tim Whittie
Director of Public Works

Date: April 22, 2015

Re: Water and Sewer Commercial Service Application

In the interest of providing assistance and support to new commercial/industrial/apartments and condo developments, the Public Works Division of Water and Sewer is instituting a new policy requiring a pre application meeting for all new or redevelopment customers who are required to fill out a commercial application.

This procedure will improve the process by providing input to the design earlier in the process. As a result, it should improve the turn-around time for the commercial applications when officially submitted. Also, the earlier review by the County may provide opportunities for optimized design that can help reduce onsite water utility costs and possibly reduce the meter size resulting in lower costs to the owner/developer and more accurate meter registry for the County.

Because domestic and fire service demands are critical in sizing the meter, the developer/owner must engage the services of a professional fire protection design firm as early in the design process as possible to provide the required sprinkler and on-site fire demands to support meter sizing.

It is the Department's intent to have the consultants pre-schedule this meeting with the Engineering section who will then coordinate having maintenance personnel in attendance. Please call Ms. Tracey Rach at 410-638-3300, extension 1490, to have your meeting scheduled.

TFW/sn

cc: Billy Boniface, Joel Caudill, Richard Rex, Ali Ghanavi, Tina Rawl, Tracey Rach

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